

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

ANNOUNCEMENT NO: CFSA-05-J002

POSITION: Support Services Assistant (MVO),
DS-303-08

OPENING DATE: 10-08-04

CLOSING DATE: 10-22-04

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE:

SALARY RANGE: \$33,297 - \$42,837 Per Annum

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), ODDA, FMA

DURATION OF APPOINTMENT: | Permanent | Term (13 months to 4 years) NTE: Four (4) years
| Temporary (Up to 1 year, Not-to-Exceed) |

X | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

| This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent works as a Support Services Assistant (MVO) in the Facilities Management Administration, Office of the Deputy Director for Administration, Child and Family Services Agency (CFSA), performing a variety of support functions. Transports persons or property to appropriate designations as needed. May include transporting officials in the conduct of official business. From time to time and in cases of emergency only, the incumbent may be asked to assist persons with disabilities. Operates a full service mailroom. Receives, sorts and distributes in-coming mail, timely and efficiently, to CFSA staff exceeding 700. Mail may include all UPS First Class, Registered and Certified mail; UPS, Federal Express and other special deliveries, including large packages; furnishings; or other equipment and deliveries. Sorts by types and destination locations. Delivers incoming, packages or other receipts directly to recipients. Provides special or scheduled delivery service to other CFSA offices, DC Government or Federal government offices and agencies. Items delivered may include equipment, small packages, boxed and/or crated items. Ensures that vehicle is not overloaded and that the cargo is protected from the weather. Maintains a chronological listing of all transporting activities, designated stops, mileage, gas consumption, and number of passengers and prepares records of unusual incidents. Performs daily preventative maintenance checks of assigned vehicle and makes arrangement for periodic servicing. Performs light manual work that may require lifting or utilizing physical skills. Such tasks may include organizing storage areas; and cleaning vehicles, delivering furniture, clothing, equipment or other donated property to children or families

QUALIFICATION REQUIREMENTS:

One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- Must possess a valid Driver's License and be able to obtain a DC Government Driver's License.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of mailroom operations, including handling financial and confidential documents, U.S.P.S. regulations and special mail procedures and processes;
2. Skill in handling the controls of the vehicles in judging clearances; turning radius and breaking distance. Must have knowledge of safety rules and regulations of the District of Columbia, local jurisdictions and other posted rules for moving vehicles;
3. Knowledge of and experience with handling heavy furniture, equipment or similar items, including the use of protective wear and special equipment, such as dollies, hand-trucks and manual fork-lifts; and
4. Knowledge of and experience with handling heavy furniture, equipment or similar items, including the use of protective wear and special equipment, such as dollies, hand-trucks and manual fork-lifts; and
5. Knowledge of safe handling, packaging and distribution procedures to safeguard and protect CFSA assets and prevent injury to persons or property.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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| <u>MAIL TO:</u> | Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024 | <u>WALK-INS:</u> | 955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024 |
| <u>TO APPLY:</u> | | | |
| <u>FAX TO:</u> | (202) 727-5750 | <u>WEB SITE:</u> | www.cfsa.dc.gov |
| <u>EMAIL TO:</u> | cfsajobs@cfsa-dc.org | <u>TELEPHONE:</u> | (202) 724-7373 |

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
